

October 15, 2004

**MEMORANDUM**

TO: Response Action Contractors, Trust Fund Advisory Board Members

FROM: Don Haydel, Environmental Scientist Supervisor

SUBJECT: New MF UST Trust Fund Guidance Document and FAQs

Enclosed is a copy of the new "Louisiana Motor Fuels Underground Storage Tank Trust Fund Cost Control Guidance Document" that went into effect on October 1, 2004. Also enclosed are answers to several questions that came up during the training sessions that were held around the state in September. Please consider the answers to these questions as clarifications to, and part of, the new Guidance Document.

Also, please be aware of the following clarifications concerning time sheets, field logs, and travel logs:

1. Personnel timesheets and/or field/office activity logs must be retained by RACs to document start and stop times of work performed for each site.
2. Travel logs retained by RACs should document actual start and stop mileage for each site visited.

Since the Trust Fund section has new employees, I would like to again ask that we be given the opportunity to observe field work in the Baton Rouge-Lafayette-Hammond areas. Please contact me to make arrangements to have Trust Fund personnel observe borings, well installations, O&Ms, excavations, system installations, etc.

Please contact me with any questions.

DH  
Attachments

## Frequently Asked Questions and Responses

### Question 1

Why can out-of-state drillers only charge mileage from the state line closest to the site?

Answer: We have reconsidered this requirement and will allow out-of state drillers to charge from the nearest entry point to Louisiana closest to the site from their office. For example, a driller coming from Vicksburg going to a site in Hammond can charge from I-55 entering Louisiana. The driller can not charge from Tallulah. Trust Fund encourages the use of qualified drillers near the site to reduce the amount of mileage Trust Fund would have to reimburse.

### Question 2

Does a RAC have to bid work over \$10,000 (such as system installation) if they can perform that work?

Answer: No. Please refer to Attachment A for further guidance regarding the bid process.

### Question 3

What is the definition of “a site with treatment system” when determining which is the correct Groundwater Monitoring Report unit price?

Answer: A “site with treatment system” is one where the system is being used for active remediation for any part of a quarter (if on quarterly reporting) or for any part of a half a year (if on semi-annual reporting). If the site is in post-remediation and the system is turned off for the entire period (except for O&M), it will not qualify for the increased report unit price.

### Question 4

If we attempt to pull a well during P & A activities, and determine that it has to be overdrilled, can the attempt to pull the well(s) be charged at time and materials?

Answer: No. The Trust Fund will only pay the unit footage rate for the actual work performed.

#### Question 5

Can obtaining off-site access be charged in addition to the unit footage price for DPT or well installations?

Answer: No. The Trust Fund will only pay for the unit footage rate for the work. Please review closely the tasks that are now included in the footage prices. Scheduling (including off-site issues) waste profiling, arranging for transport of waste, preparing waste manifests, well ID tags, all activities associated with temporary piezometers, etc. are now included in the unit price.

#### Question 6

What is the unit price for performing a weekly O&M at a site with a single media treatment system?

Answer: \$175.00

#### Question 7

What is the standard operating procedure for obtaining bids for systems that cannot be utilized at another Louisiana Trust Fund site?

Answer: After the Trust Fund has made the determination that the unit cannot be utilized at another Louisiana Trust Fund site, the RAC is to solicit bids from the DEQ RAC and interested party list, allowing 30 days for bidding and another 30 days for the successful bidder to pay for and remove the system. See Attachment C for an example of a notice of bid and a list of response action contractors and persons interested in participating in the bid process.

#### Question 8

Bids for transportation and disposal are required to be let on a “per ton” basis. Are any other charges such as liners and demurrage allowed?

Answer: No. The “per ton” bid must include all miscellaneous charges.

#### Question 9

The Guidance Document states that we have to get bids for disposal and it states that we have to use the closest landfill. Which is correct?

Answer: You must use the closest landfill and do not have to obtain bids. If a site is located approximately at the midpoint between two landfills, obtain bids from those two and use the low bidder. If it can be demonstrated that it would lower costs to the Trust Fund by not using the closest landfill, it will be allowed with advance approval of the Trust Fund. It is the intent of the new Guidance Document to reimburse for the lowest transportation/disposal combined costs.

#### Question 10

What is an acceptable format for bid solicitation?

Answer: For any bid task estimated to be equal to or greater than \$2,000, sealed bids should be requested with a date, time and place set for public opening of the bids. For bid tasks estimated to be under \$2,000, phone email or fax bids are acceptable. For more information on the bidding process, please see Attachment A.

#### Question 11

I have a work plan that was approved prior to October 1, 2004. Do I need to resubmit it using the prices in the new guidance document?

Answer: No. The assessment work plan/CAP was approved by the team leader and the TF will reimburse according to the new document. Trust Fund will not pay for resubmittal of work plans or corrective action plans for this reason.

#### Question 12

How will Trust Fund know what type of system is at the site to determine the correct O&M unit price?

Answer: Attached is a simple form that the RAC will need to fill out only once per site, certifying the type of system at the site. Please submit this form with the next application submitted for each site. A copy of this form is enclosed as Attachment B.

### Question 13

I'm not sure how much application preparation fee to charge. Could you clarify?

Answer: The correct amount of application preparation fee is determined by the date of the invoice to the owner. If it is dated before October 1, 2004, the old unit prices apply. If the invoice to the owner is dated on or after October 1, 2004, the new unit prices apply.

### Question 14

Is there a unit price for a vacuum event report?

Answer: The correct price is 17% of the work performed.

### Question 15

How should closure reports be charged?

Answer: The unit price for the P&A report of \$900 includes the cost for the closure report.

## **Attachment A**

### **Bid Process Clarification**

## **Specialized Services**

**(Specialized Services Performed by the Response Action Contractor  
for a Site is not subject to Bid Process)**

The October 1, 2004, version of the *Motor Fuels Underground Storage Tank Guidance Document* requires that whenever the cost of any specialized service is equal or greater than \$10,000, the RAC is required to obtain a minimum of three bids from subcontractors located within a one hundred (100) mile radius of the site. For specialized service work that is less than \$10,000, the RAC has the option of obtaining bids from subcontractors within a 100 miles radius OR submit detailed invoices (i.e., personnel names/titles, date and hours worked, worked performed, date/time equipment used, etc.). Soil disposal bids are only required when multiple landfills are in close proximity to the site. Bids are not required for specialized services when a unit price has been established.

It is the responsibility of the RAC to provide a scope of work in the request for bid proposal. The bids received for each specialized service must be inclusive of all personnel, equipment and supplies necessary to perform the scope of work. It is **NOT** necessary for the bid to contain line item detailed costs (i.e., operator hours, backhoe hours). Multiple specialized services can be bid out together.

For any bid requests equal or greater than \$2,000, the request for proposal should address a date, time and location for opening of the sealed bids. All bid requests should also specify all requirements (i.e., insurance, licenses, etc.) necessary for a company to qualify for the bid process. The work is to be awarded to the lowest bidder.

## Specialized Services – Page Two

The following is a list of specialized services, which if subcontracted out and the cumulative cost is equal or greater than \$10,000, will require solicited bids. Be reminded if bids are not obtained for specialized services under \$10,000, then detailed invoicing is required.

### Installation of Treatment Systems

1. Removal of concrete/excavation of soils for trenches
2. Transportation of Concrete
3. Piping Installation
4. Electrical Installation
5. Transportation of Soils from Trenching/Horizontal borings
6. Purchase of Concrete/Delivery to Site
7. Concrete Installation/Concrete Refinishing

### Excavation of Contaminated Soils

1. Removal of concrete, Excavation of soils, Placement of Backfill in Excavated Area, Compaction of Backfill
2. Shoring
3. Transportation of Concrete
4. Transportation of Contaminated Soils
5. Backfill Purchase/Delivery of Backfill to Site
6. Purchase of Concrete/Delivery to Site
7. Concrete Installation/Concrete Refinishing

## **Attachment B**

### **Treatment Unit Certification**

## TREATMENT UNIT CERTIFICATION FORM

(Treatment Unit O & M Charges - This form is to be submitted with the 1<sup>st</sup> trust fund application submitted addressing O & M charges performed on or after October 1, 2004)

Site AI No.	Site Name

The box checked below identifies the type of treatment unit(s) located at the above-referenced facility:

1<sup>st</sup> Treatment Unit

<input type="checkbox"/>	Single Medium Treatment Unit
<input type="checkbox"/>	Dual Media Treatment Unit

2<sup>nd</sup> Treatment Unit

<input type="checkbox"/>	Single Medium Treatment Unit
<input type="checkbox"/>	Dual Media Treatment Unit

I have personally examined and am familiar with the information submitted on this form and I certify that the information provided is true, accurate and complete.

Signature of Preparer:	
Print Preparer's Name	
Date Signed:	

**Attachment C**

**Sample Bid Solicitation for Used  
Treatment System  
And  
RAC LIST**

## REQUEST FOR BIDS USED REMEDIATION SYSTEM

**To:** All Interested Response Action Contractors (“RAC”s)/Interested Parties

**Date:** **October 8, 2004**

**From:** “RAC” Name  
“RAC” Address  
“RAC” City and State

(“RAC”) is requesting bids for a used remediation system originally purchased for soil and groundwater remediation at an underground storage tank (UST) site. The original purchase of the remediation system was made through the Louisiana Department of Environmental Quality Motor Fuels Trust Fund (LDEQ-MFTF). According to the October 1, 2004 LDEQ-MFTF Cost Control Guidance Document, used remediation systems must be let out for bids to RACs and interested parties. The remediation system will be sold to the highest bidder and all proceeds of the sale will be due to the LDEQ-MFTF. The used remediation system is available to all interested parties as-is and where-is.

A description of the used system is found below. Should you have any questions regarding the system please contact (contact person) of “RAC” at (555) 555-1212.

<b>USED SYSTEM INFORMATION/RAC REFERENCE NO. 2004-0001</b>			
Location:	Don’s Country Store	Address:	3000 Main Street Anywhere, Louisiana
Technology:	Pump and Treat with Soil Vapor Extraction	System Manufacturer:	Acme Systems (Ser. No. 11111)
Major System Components:	System Building Enclosure-Skid Mounted, Pneumatic Groundwater Pumps, Air Compressor with 100 gallon tank, SA-51 Stripperator, Effluent Transfer Pump, and Regenerative SVE System with 10 h.p. blower		
Original System Ship Date: January 1, 1999			

The used remediation system will be available for viewing by all parties on October 31, 2004 from 10:00 a.m. to 12:00 noon at its current location. Bids for the system must be received by November 10, 2004 before 5:00 p.m. Bids will be opened on November 11,

2004 at 10:00 a.m. at the "RAC" Port Allen Office located at "RAC address". Complete the following bid information, sign, and return the bid in a sealed envelope.

<b>RAC REFERENCE NO. 2004-0001 DON'S COUNTRY STORE –USED REMEDIATION SYSTEM</b>	
Bidder's Price:	
Bidder's Company Name:	
Bidder's Company Address:	
Name of Bidding Company's Authorized Representative:	
Signature Of Authorized Representative:	
Date	
Telephone Number	

**The sealed envelope should be labeled on the outside of the envelope as follows:**

**BID FOR USED REMEDIAL SYSTEM**  
**RAC REFERENCE NO. 2004-0001**  
**DONS COUNTRY STORE**  
**ANYWHERE, LOUISIANA**  
**BID OPENING NOVEMBER 11, 2004 10:00A.M.**

**Mail sealed bids to "RAC" at the following address:**

**ATTENTION : (Contact Person)**  
**"RAC"**  
**"RAC" Address**  
**"RAC" CITY STATE ZIP**

The winning bidder will have 30 days to remove the system from its current location and payment for the system must be received prior to acceptance of the system. Make checks payable to the LDEQ Motor Fuels Trust Fund.